

# West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner



## VACANCY ANNOUNCEMENT

Title: Southern United States Trade Association (SUSTA) Intern  
Headquarters: Guthrie Agricultural Center Charleston, WV

Duration of Assignment: Semester Based with option to extend

*This is a paid internship opportunity through the Southern United States Trade Association (SUSTA) supervised by the West Virginia Department of Agriculture.*

### Send Application

& Resume to: ATTENTION: Tom Hudson

West Virginia Department of Agriculture  
1900 Kanawha Blvd. East  
Charleston, WV 25305  
Phone: 304-558-2221  
Email: [thudson@wvda.us](mailto:thudson@wvda.us)

Closing Date: Until Filled (2 Internship Positions Available)

### Note:

To be considered for employment a West Virginia Department of Agriculture Application must be submitted. Applications may be obtained at:  
<http://www.agriculture.wv.gov/Resources>

Nature of Work: Under the direction of the West Virginia Department of Agriculture, this position is responsible for the support functions of the state's international marketing strategies.

### Examples of Work:

- Recruits companies to participate in international marketing.
- Conducts market research.
- Attend education and outreach activities.
- Develop and manage SUSTA activities, activity development and management
- Develop leads for international markets and vendors to supply the market.

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0170

physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312

telephone: 304-558-3550 • fax: 304-558-2203

[www.agriculture.wv.gov](http://www.agriculture.wv.gov)

**Working Conditions:**

Work is performed in a standard office environment.

**Knowledge and skills required**

- Require strong administrative skills and the ability to work effectively with a wide range of constituencies.
- Must have strong customer service skills with a certain level of assertiveness to accomplish goals.
- Must have excellent database management skills with the ability to gather data, compile information, and prepare reports.
- Must have some knowledge of international marketing.
- Must be able to interpret and analyze company's needs and provide guidance in getting them to the right program area at SUSTA.
- Must have the ability to maintain a positive work atmosphere by performing and communicating in a manner that gets along with members, clients, co-workers and supervisor.

**Qualification:**

Intern must be a "Matriculating" student; per FAS Program Notice 09-003. This consists of any of the following:

- Intern is a student working towards a degree
- Intern has started prior to mid-term of his/her final semester
- Intern is an undergraduate or a graduate student
- Intern has graduated but is allowed to stay on board for up to one year after graduation

**Discretion and Accountability**

This position reports directly to the West Virginia Department of Agriculture-Agriculture Business Development Division.